

MEMORANDUM FOR:

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FROM:

Midcareer Course Director

SUBJECT:

Arrangements for Presentation to
Midcareer Course No. 64

1. This will confirm our invitation for you to speak to Midcareer Course No. 64 on the subject and at the time indicated in the attached schedule.

2. Your presentation will take place in Room 916, Chamber of Commerce Building. Parking spaces 6, 7, and 8 behind the building have been reserved for speaker use while the Midcareer Course is in session.

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3. If you will be using slides, vugraphs, or any other visual aids, please let our Training Assistant, know in advance. can be reached on extension . If you have any questions regarding the Midcareer Program, please let us know.

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Attachment

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This document may be
downgraded to AIUO
when attachment is
detached.

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C O N F I D E N T I A L